

CMS Old Copy

SOME PRINCIPAL RECORDS MANAGEMENT ACTIVITIES FOR APRIL 1963

CONFIDENTIAL

Report

TITLE OF ASSIGNMENT

ASSIGNED TO

STATUS AND RESULTS

25X1

I. Vital Records

1. Approved a revision in Vital Records Deposit Schedule for Plans and Training Staff, TSD/DDP.
2. Presented Vital Records Workshop at the GSA Records Management Seminar.
3. Discussed the need for a revised Vital Records Deposit Schedule with Records Officer, Office of Security and pointed out need for selecting additional Vital Records for deposit.
4. Approved Vital Records Deposit Schedule for SAS/DDP.
5. Approved Vital Records Deposit Schedule for O/P.
6. Disapproved Vital Records Deposit Schedule for three organizational elements of CI Staff and returned proposed schedules for revision.

25X1

II. Records Control Schedules

1. Approved an amendment to the OCR Records Control Schedule.
1. Approved revision in Records Control Schedule for two branches in TSD/DDP.
2. Approved revision of one item in OCI Records Control Schedule.

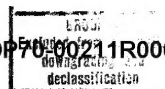
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3. Approved Addition of two items to Logistics Records Control Schedule.

III. Forms Management

1. Completed six new forms for the Special Register, OCR; these are "TS" codeword type.

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III. Forms Management (cont.)

1. Survey of the classification of all agency forms (1972) by component to determine those pre-classified in blank and those classified when filled in by category of classification. The purpose of this survey is to see if the classification of some forms can be lowered to permit easier, quicker, and cheaper transmission of communications over-seas.

2. Completed 22 new and 21 revised forms and eliminated 2 existing forms.

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3. Discussed with the need for DDP to generally improve its over-all forms management program; particularly with respect to poor instructions and the arbitrary changes in stocks which result in unnecessary high printing costs.

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IV. Survey of Organization, Functions and Procedures of Signal Center Archives Branch, COMMO.

1. The Chief Signal Center has formally acknowledged receipt of the Survey Report and stated that our recommendations will be implemented. In addition, received a fine commendation from the Chief Signal Center for his work.

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V. Survey of Organization, Functions and Procedures of WH Registry/DDP.

1. Completed survey proposing seven changes affecting work distribution, personnel assignments and procedures. One change in procedure will reduce overtime 85% and result in monetary savings of approximately \$7,350 annually.

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VI. Staff Study of the Operating Procedures of the DDP Registry

1. Submitted Report proposing procedural changes to eliminate duplicate mail controls; to expedite delivery of important sensitive documents to action desk; substitution of a six

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VI. Staff Study of the
Operating Procedures
of the DDP Registry
(cont.)

part Top Secret Control form for a one part
card form--thus eliminating approximately
two hours of typing per day.

VII. Requisitions for
Special File Equipment
and Supplies

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1. Approved NPIC requirements for six special
file cabinets and other special items.
2. Approved OCR requirement for Saf-T-Stak
punched card equipment.
3. Approved DDP requirement for 20 special
horizontal files.
4. Approved procurement of special visible file
equipment for DDP, SOD.
5. Approved DDP requirement for Wheeldex card
equipment.
6. Approved request from EE/DDP for Wheeldex
card equipment, providing none in surplus
stock.
7. FBID requirement for map cabinets supplied
from surplus stock with a saving of \$402.

VIII. Operation of Records
Center and Vits Records
Repository

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1. Received 1,098 cu. ft. and eliminated by trans-
fer or destruction 562 cu. ft.
2. Furnished 11,306 references on records stored
at the center.

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3. were given a
conducted tour of the Security Records Division.

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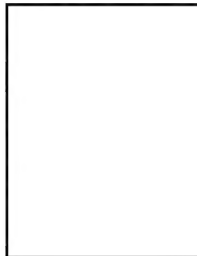
STATUS AND RESULTS

VIII. Operation of Records Center and Vital Records Repository (cont)

IX. Correspondence Management

X. Survey of Procedures, Policies and Staffing Requirements of the Executive Registry

XI. Miscellaneous



4. There were 20 visitors to the Center, including 13 from FE/DDP who reviewed their Vital Records holdings.

1. Project to revise the Agency Correspondence Handbook suspended temporarily due to requirements with higher priority.

1. Began survey on 29 April at the request of the Office of the Executive Director.

1. [redacted] represented this Staff at a GSA roundtable on Forms Management. The purpose of these roundtables is to develop quantitative and qualitative standards for evaluating the government-wide forms program.

2. I arranged through GSA for the acquisition of eleven motorized pieces of filing equipment from TIME magazine in Chicago at no cost to the Agency except for transportation. The net savings to the Agency on this equipment is over \$30,000. It will be used by OCR, NPIC, and Office of Security to house punched cards.

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[redacted]
Chief, Records Management Staff

Date _____

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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP												
TO	NAME AND ADDRESS						DATE		INITIALS			
1	[Redacted]											
2	Executive Assistant, DD/S 7D-24 Headquarters											
3												
4												
5												
6												
ACTION				DIRECT REPLY				PREPARE REPLY				
APPROVAL				DISPATCH				RECOMMENDATION				
COMMENT				FILE				RETURN				
CONCURRENCE				INFORMATION				SIGNATURE				

Remarks:

Bob:
Here is our April report. Let me
know if you have any questions.

cc: Copy circulated to RMS on 5/10/63

FOLD HERE TO RETURN TO SENDER											
FROM: NAME, ADDRESS AND PHONE NO.								DATE			
[Redacted] CIA Rec Admin Officer								5/10/63			
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